

SECRET

15 SEP 1965

MEMORANDUM FOR : Deputy Director for Support

SUBJECT : Administrative Allowance Committee

REFERENCE : Memorandum for Deputy Director for
Plans and Deputy Director for Support,
from SSA/DDS, dated 18 August 1964.

1. This is the initial report of the Administrative Allowance Committee. The Committee was established to implement the proposals in paragraph 6. of referent memorandum as approved by the ADD/P on 18 November 1964 and the DDS on 30 November 1964. This report covers the period 19 January 1965 through 31 August 1965.

2. The Administrative Allowance Committee is composed of the following members:

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[REDACTED], CCS, Chairman
[REDACTED] /DDS
[REDACTED] OGC Representative
[REDACTED] Director of Finance Representative
[REDACTED] Director of Personnel Representative

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In addition, when a case is discussed, a representative of the Clandestine Service staff or division concerned participates as a voting member. [REDACTED] OP/CPD, serves as Secretary to the Committee.

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3. During the reporting period, the Committee has held 21 meetings. The first several were devoted to a general discussion of Committee aims, problems involved and methods of approach. Thereafter, actual cases were taken up, decisions arrived at and implemented and working principles evolved for future application. [REDACTED] has been obtained regarding the nontaxability of payments authorized by the Committee within a framework discussed below. Procedures have been established to protect data compiled for Committee use in individual cases.

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6.

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12. The task of establishing fixed allowances and payments which are realistic and meaningful in terms of cost and cover yet not gratuitous to the employee has proved both formidable and time-consuming. However, we feel that in the review and settlement of the seventeen cases we have processed to date, we have been able to develop working principles and procedures which will be applicable to and will expedite the processing of all future cases.

13. With your approval, the Committee proposes to accelerate the program by codifying the established rules and by putting out an Agency notice which will not only inform the various components of the existence and purpose of the Committee but will also direct them to place all career and staff agents going overseas under the Committee. The Committee will also consider the possibility of an overseas trip by part of the Committee to either establish rates or obtain some feedback.

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Chairman
Administrative Allowance Committee

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7.

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13 September 1965: [REDACTED] /cw: Allowance Committee

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